

Office Memorandum • UNITED STATES GOVERNMENT

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TO : Mr. [REDACTED]
FROM : Transportation Division

DATE: 8 June 1948

SUBJECT: Monthly Report of Transportation Activities - May 1948

The following report covering activities of the Transportation Division during the month of May is submitted pursuant to your request.

1. Status of Personnel:

- (a) T/O as of 1 May 1948 - 55 positions
- (b) Total number actually on duty by sections
 - Office of the Chief 1
 - Shipping Section 2
 - Motor Pool 48

(c) Number of personnel interviewed for whom actions have been initiated:

Motor Pool (Chauffeurs) 2

Recruitment requests are still on file with the personnel branch for one (1) Stenographer, CAF-4, and one (1) Mechanic's Helper, CPC-4.

During the month we had two (2) Heavy Truck Drivers at \$1.05 per hour enter on duty as replacements for two resignations.

The office is still operating under a handicap due to lack of a stenographer. Increased work due to various cargo movements and general travel as well as general office work makes the need of a stenographer imperative.

The Motor Pool has been functioning satisfactorily, with a minimum number of complaints, although we were further handicapped during the month due to two new assignments of cars. This will be overcome within a few days when we are able to put into service the three new cars which were delivered last week.

2. Truck Operations:

The following truck operations were performed during the month:

8 Trips to New York
11 Trips to Baltimore
1 Trip to Camden, N. J.
218 Local hauls in and around Washington

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3. The following is a report of the activities of the [REDACTED] Garage and the Que Building Motor Pool.

(a) [REDACTED] Garage

Repair Jobs	29
Labor	\$528.00
Parts	264.07
Repair Jobs Performed Outside	3
Labor	\$ 37.80
Parts	89.55
Maintenance Work	
Cars Washed	39
Cars Lubricated	21
Other Service Jobs	91
Labor	\$ 534.95
Parts	78.13

54.07
78.13
332.20

Total value of labor performed in the garage during the month was \$1062.95. This work was performed by two Supervisor Auto Mechanics, two Auto Mechanics and one Mechanic's Helper, total salaries being \$1028.50, indicating a saving of \$34.45.

(b) Que Building Motor Pool

- 812 - Total trips made
- 40.6 - Average number of trips per day
- 7092 - Total miles operated
- 354.6 - Average miles perday
- 8.7 - Average miles per trip
- 47.2 - Average time per trip

During the month we had an average of 2.5 calls per day which were delayed, but there were no requests for service actually refused due to lack of cars or drivers. Those calls which were delayed were all taken care of within a few minutes.

Thirty-nine (39) passenger carrying vehicles operated a total of 32,169 miles, while twenty-three (23) trucks operated a total of 11,263 miles during the month.

4. Volume of work and flow of personnel through the Shipping Section for the month was as follows:

Rail Reservations	29
Airline Reservations	31
Hotel Reservations	7
Fare Quotations	189
Persons Processed Overseas	6
Transportation Requests	88

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Chief, Transportation Division